

Summary of Demolition Delay Process

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|-------------------------------------|---|----------|-------------|-------------------------|-------------------------|-------------|-------------------------|-----|-------------|------------------------------------|-----|-------------|-----|-----|-------------|-----|-----|-----|--|
| ID | Task Name | Duration | 1st Quarter | | | 2nd Quarter | | | 3rd Quarter | | | 4th Quarter | | | 1st Quarter | | | | |
| | | | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | |
| 1 | Apply for Demolition Permit (D.1) | 0 days | | ◆ Applicant | | | | | | | | | | | | | | | |
| 2 | Forward Permit Application to Commission (D.1) | 7 days | | ■ Building Commissioner | | | | | | | | | | | | | | | |
| 3 | Determine Historical Significance (D.2) | 30 days | | ■ Historical Commission | | | | | | | | | | | | | | | |
| 4 | Applicant Presentation to Commission (D.2) | 30 days | | ■ Applicant | | | | | | | | | | | | | | | |
| 5 | Notification of Historical Significance (D.3.B) | 0 days | | | ◆ Historical Commission | | | | | | | | | | | | | | |
| 6 | Prepare Demolition Plan (D.4) | 30 days | | | ■ Applicant | | | | | | | | | | | | | | |
| 7 | Submit Demolition Plan (D.4) | 0 days | | | | ◆ Applicant | | | | | | | | | | | | | |
| 8 | Prepare Notice of Public Hearing (D.5) | 16 days | | | | | ■ Historical Commission | | | | | | | | | | | | |
| 9 | Submit Notice of Public Hearing (D.5) | 0 days | | | | | ◆ Historical Commission | | | | | | | | | | | | |
| 10 | Prepare for Public Hearing (D.5) | 30 days | | | | | ■ All | | | | | | | | | | | | |
| 11 | Public Hearing (D.5) | 0 days | | | | | ◆ All | | | | | | | | | | | | |
| 12 | Prepare Report on Demolition Plan (D.5) | 60 days | | | | | ■ Historical Commission | | | | | | | | | | | | |
| 13 | File Report on Demolition Plan (D.5,7) | 0 days | | | | | | | | ◆ Historical Commission | | | | | | | | | |
| 14 | Investigate Alternatives to Demolition (D.7) | 183 days | | | | | | | | ■ Historical Commission, Applicant | | | | | | | | | |

Note: This brochure was prepared by the Westford Historical Commission as a summary and guide to Westford's Demolition Delay Bylaw, enacted at Town Meeting on May 11, 1998. In all cases, the requirements of the actual bylaw (Chapter 236-1 of the Town Bylaws) take precedence over this brochure. Applicants are encouraged to consult the bylaw itself, which is available from the office of the Town Clerk.